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January 21, 2003

**PERSL #1371**

TO: Agency Heads

Cc: Deputy Commissioners, Human Resource Directors/Designees

FROM: Cal Ludeman   
Commissioner

RE: **Clarification on Travel Restriction**

Due to the current budget situation, restrictions are being placed on all requests for out-of-state and international travel by state employees, regardless of the funding source (all state funds are impacted by this travel freeze). This freeze also applies to travel in which all expenses would be paid by a sponsoring organization.

No request shall be approved unless one or both of the following criteria are met:

- Funds have already been encumbered by the agency to cover all travel expenses and there is no possibility of a refund; or
- The travel is for an employee to attend an event to speak or present on behalf of the State.

Approval of out-of-state travel requests remains delegated to each state agency head. International travel requests should continue to be submitted to DOER for approval.

The travel freeze will remain in effect until June 30, 2003.